

DIA CORRES. SERIAL NO. U-8381/SA-2		DEFENSE INTELLIGENCE AGENCY DOCUMENT TRANSMITTAL	
TO: CIA ATTN: Mr. [REDACTED] Records Mgt. Ofce 25X1A9a		FROM: DEPARTMENT OF DEFENSE DEFENSE INTELLIGENCE AGENCY WASHINGTON, D.C. 20301 ATTN: DIASA-2	

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CONTROL NUMBER	COPY NO.	NO. COPIES	SUBJECT (Unclassified Preferred)	CLASSIFICATION
<i>Messages, Preparation DIA Regulation Written Communications How to Prepare Them</i>		1	DIAR 11-1 - With Changes Regulation	UNCLASSIFIED
	11-1	1	DIAM 10-1 - With Changes Handbook (DIA MANUAL 10-1)	UNCLASSIFIED
25X1A			Part I - Preparation of Military Letters	
			II - Preparing an Indorsement	
			III - Preparing a Civilian-Type Letter	
			IV " an Intern Agency Memo etc.	
			V " a Memo For Record	
			VI " a DIA Staff Summary Sheet	
			VII Miscellaneous Reports	
			VIII Special Preparation and Handling Requirements	
			IX Preparing a Message	
			X Sample Formats	
			XI Military Grades with Abbreviations	
			XII Forms of Address	
			XIII Listing of Commanders of Units + Specified Commands	
			XIV Frequently Used Addresses + Zip codes	
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RELEASING AUTHORITY (Signature if required) [REDACTED] Deputy Chief, Services Division	DATE 21 September 1967
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REMARKS (Include signature and command line if appropriate)
<p><i>Hold for RITA</i></p> <p><i>Sent to Virginia 29 Sept 67</i></p>